




## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050  
Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

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### MEMORANDUM NO. 2009-093

**TO:** School District Superintendents  
School Principals  
WISE Coordinators

**FROM:** Nathaniel Castellanos   
Project Analyst  
Health, Safety & Nutrition Unit

**DATE:** June 5, 2009

**SUBJECT:** WDE 636 - WISE Student Disciplinary Actions, and Crime and Violence Incidents

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### IMPORTANT: ADJUSTED DATE INFORMATION

The Wyoming Department of Education (WDE) is providing information regarding the WDE 636 - WISE Student Disciplinary Actions, and Crime and Violence Incidents data collection. To better serve each district, WDE has provided an earlier collection start date. Although WISE Coordinators were previously informed please disseminate to the appropriate personnel within your district.

#### Where are the Current Data Elements Posted?

The current data elements are available on the WISE website <https://www.k12.wy.us/wise/>. Additional information including business rules, a guidebook with frequently asked questions, and training slides are posted at this location. A link to the WISE website is also available through the Forms Inventory at [https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=636](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=636).

#### When is the Collection Window?

The WDE 636 data collection due date remains unchanged as July 2, 2009. In response to district request the collection window was opened early in the State Report Manager on June 1, 2009 and will remain open through July 2, 2009.

#### Who to Contact for More Information?

If you have any content questions about the WDE 636 data collection, please contact Nathaniel Castellanos at 307-777-6391 or [ncaste@educ.state.wy.us](mailto:ncaste@educ.state.wy.us).

If you have any submission questions about the WDE 636 data collection, please contact Leslie Zimmerscheid at 307-777-8751 or [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us).

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or [sschut@educ.state.wy.us](mailto:sschut@educ.state.wy.us).

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